



Teacher Calendar

Open Learning

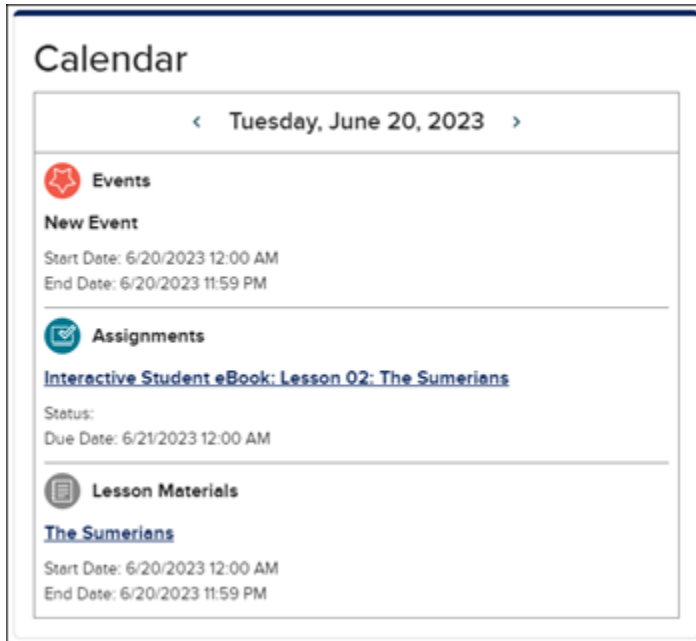
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Navigating the Calendar

The calendar can be seen from the course **Dashboard** as well as from the **Calendar** option in the Navigation Menu.

The **Calendar** shows **Assignments**, **Instructional Content**, and **Events** by color and category.



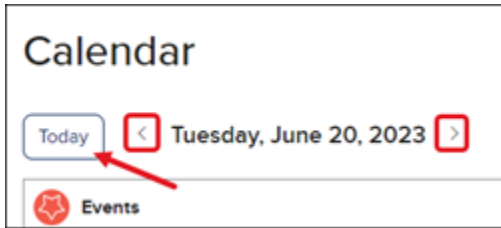
To make edits to the **Calendar**, or to view the calendar by **Week** or **Month**, you will need to access the **Calendar** option from the Navigation Menu.



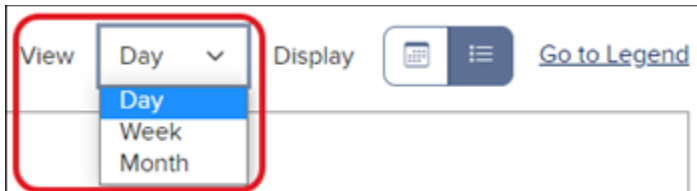


The default of the calendar is set to **Today**. Use the navigation arrows on either side of the **Date** to navigate back and forth between a single day of the Calendar.

Click the **Today** button to quickly navigate back to the current day.

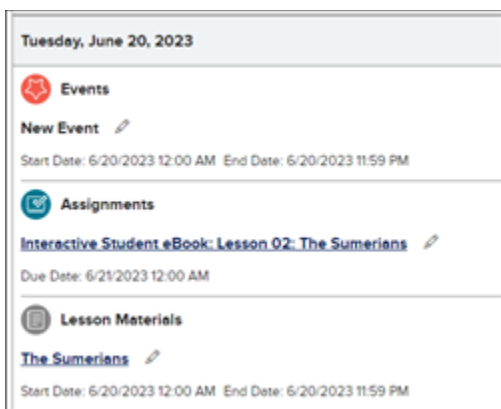
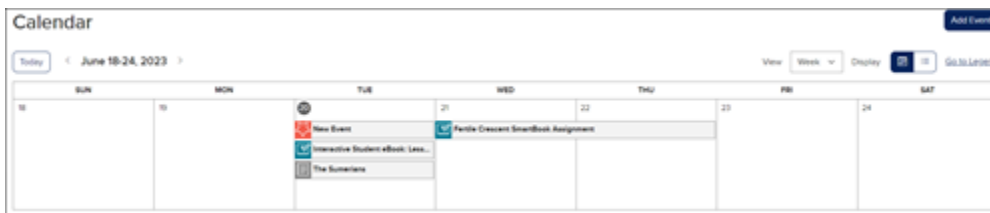


Click on the **View** drop-down menu to select to view the calendar by **Week** or **Month**.



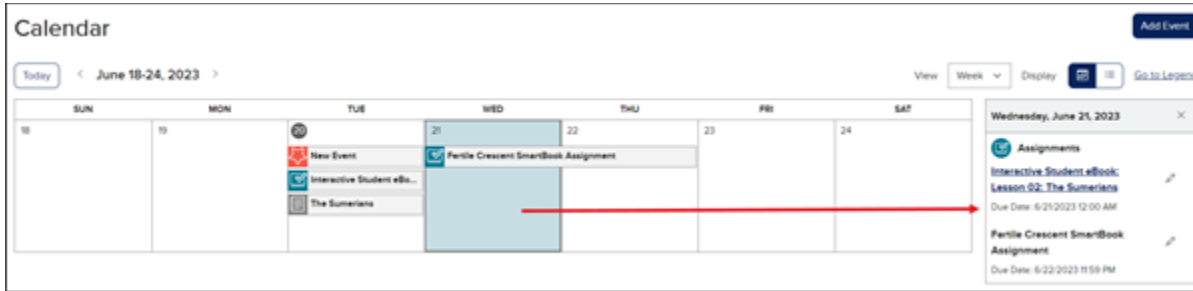
Click on the **Display** buttons to toggle between **Grid** view and **List** view.

Note: The view needs to be on **Week** or **Month** for the **Display** buttons to function.

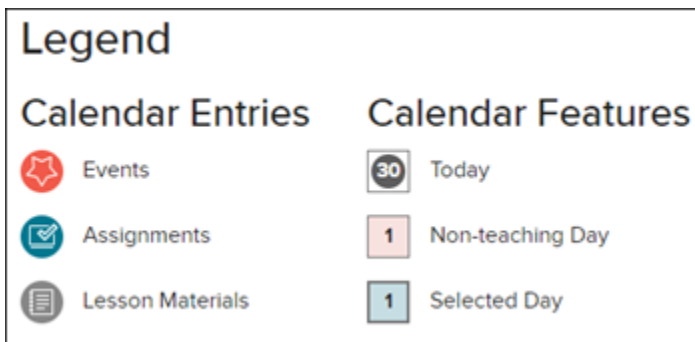
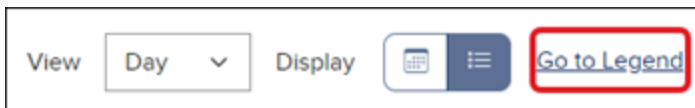




When on **Week** or **Month** in **Grid** view, select a day on the calendar to view details of the assignment(s) and/or events scheduled for that day.

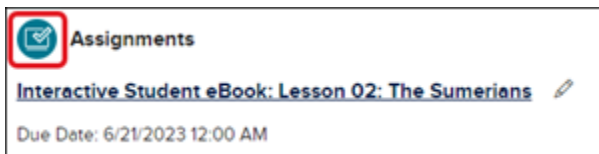


Click on the **Legend** link to quickly navigate to the calendar **Legend** at the bottom of the page.



Assignments

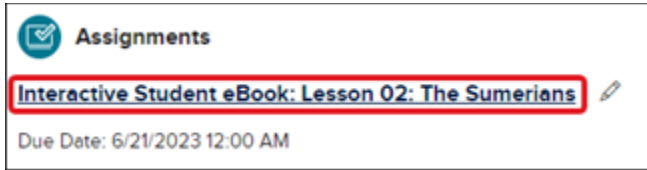
Assignments will show on the calendar with a blue checkmark icon.



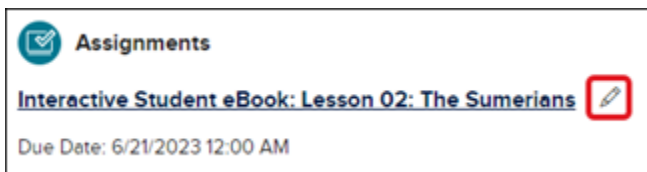
For instructions on creating and managing assignments, read [Open Learning Platform - Assignment Management](#).



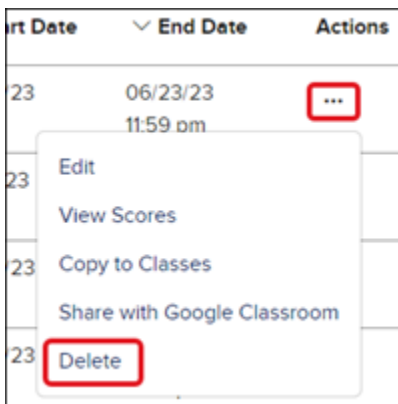
Click on the **name** of the assignment to view the list of students assigned to the assignment, or view which students have submitted the assignment.



To edit the **Main Settings** of the assignment, click on the **pencil** icon to the right of the assignment name. After desired changes to the **Main Settings**, click **Save** at the bottom.

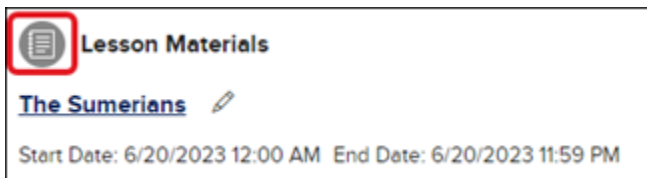


To remove **Assignments** from the **Calendar**, you will need to do so from the **Assignments** page by clicking on the **Actions** icon to the right of the assignment, and selecting **Delete** from the menu.



Lesson Materials

Lesson Materials will show on the calendar with a gray notebook icon.

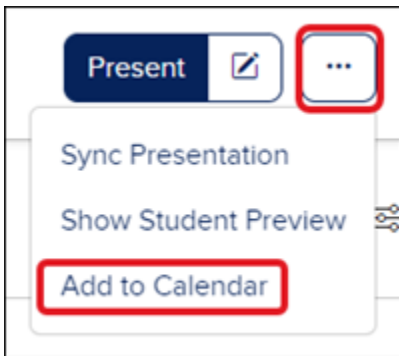


Add Lesson Materials

1. Select **Course** from the Navigation Menu.
2. Select the Module/Chapter and/or Lesson from the **Table of Contents**.

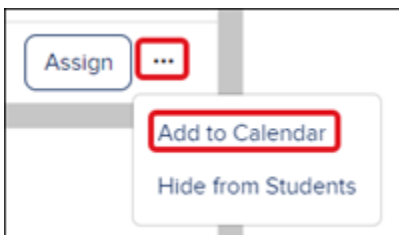


3. To add the Module/Chapter or Lesson to the **Calendar**, click on the Options button to the right of the page.
4. Select **Add to Calendar** from the menu.



To add a specific resource to the Calendar, on the **Resource** tile, click the **Options** icon. Select **Add to Calendar** from the menu.

Note: This will not be an option for all resources.

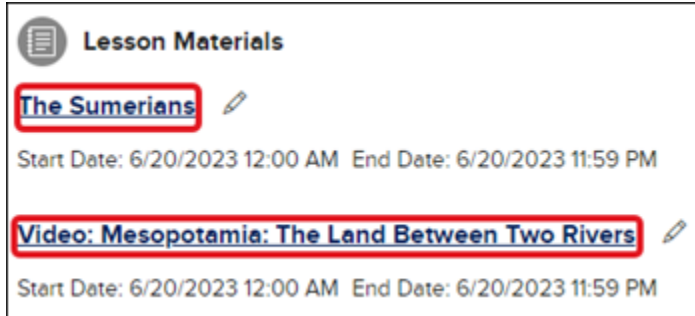




Access Lesson Materials

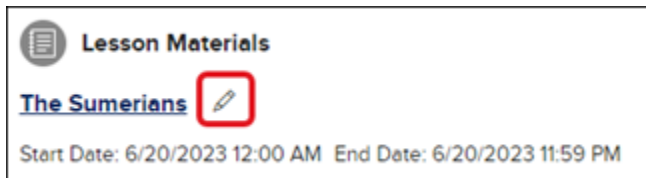
On the **Calendar** page, click on the **Lesson Materials** name to navigate to the **Course** page. It will automatically load the **Module/Chapter** or **Lesson** that was added to the calendar.

If it's a **Resource** that was added to the Calendar, it will load the resource directly.



Edit Lesson Materials

1. On the **Calendar** page, click on the **pencil** icon to the right of the **Lesson Material** name.



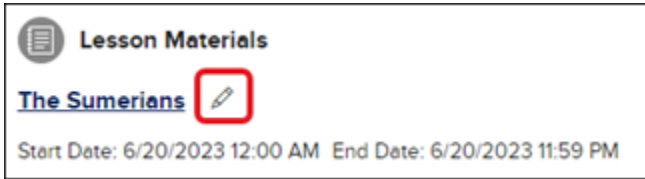
2. Edit the **Start** and **End Date** by typing them in the fields, or by clicking on the Calendar icons.
3. Click on the **Update Event** button to save changes.

The screenshot shows the "Edit Event" form. It has a title "Edit Event" and a note "* Required". The "Event Title" field contains "The Sumerians". Below it are "Start Date (mm/dd/yyyy) *" and "End Date (mm/dd/yyyy) *" fields. The start date is "06/20/2023" and the end date is "06/20/2023". There are calendar icons next to the date fields, with a red circle "2" highlighting the end date field. At the bottom, there are three buttons: "Cancel", "Remove From Calendar", and "Update Event", with a red circle "3" highlighting the "Update Event" button.

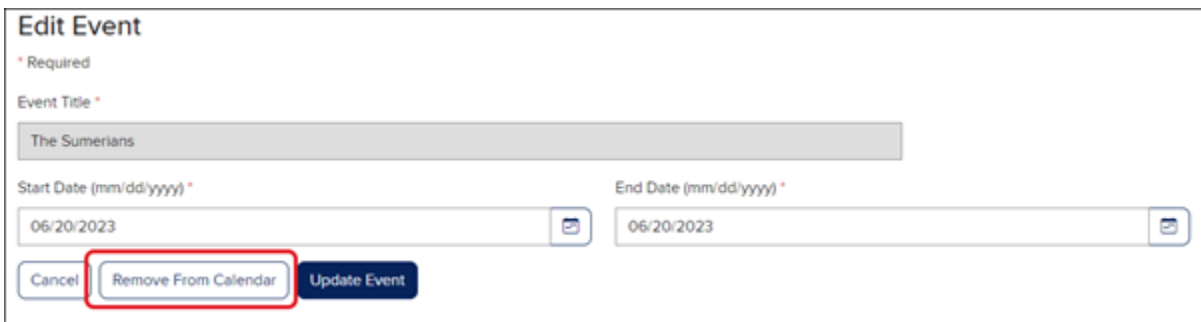


Remove Lesson Materials

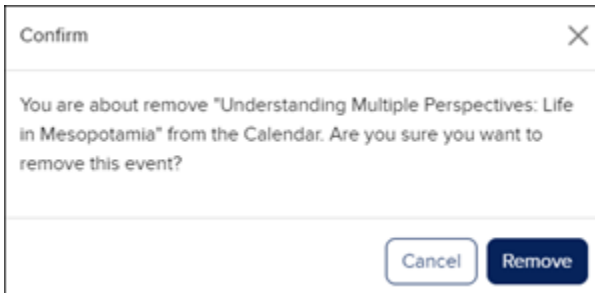
1. On the **Calendar** page, click on the **pencil** icon to the right of the **Lesson Material** name.



2. Click the **Remove From Calendar** button.

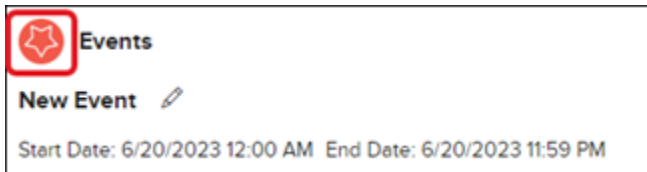


3. On the **Confirm** pop-up, click the **Remove** button.



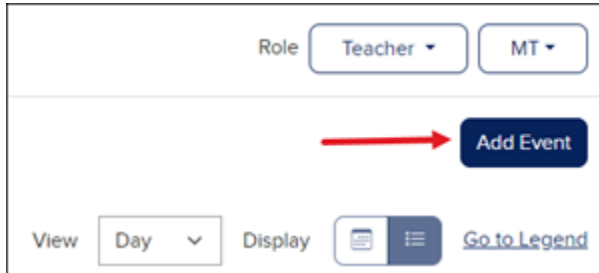
Events

Events will show on the calendar with an orange star icon.

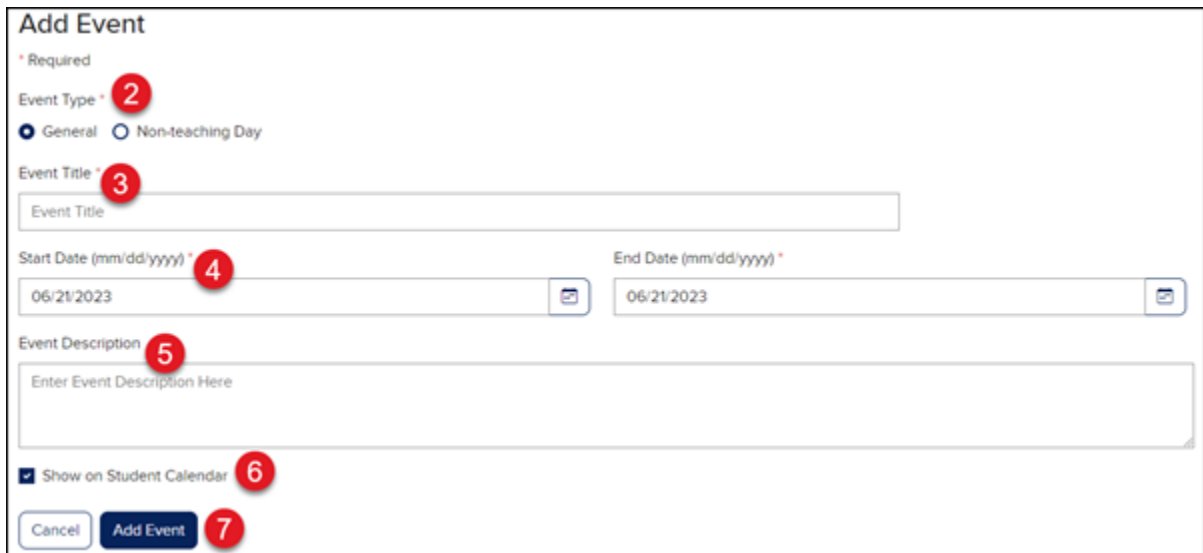


Add Events

1. On the **Calendar** page, click the **Add Event** button at the top right.

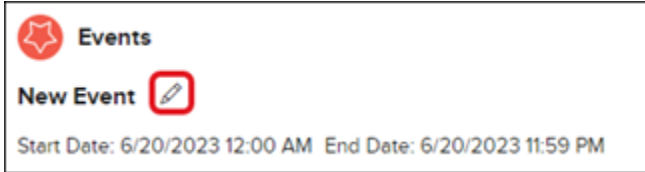


2. Select the radio button next to the desired **Event Type**.
3. Enter an **Event Title**. This is how both you and your students will see it on their Calendar.
4. Select a **Start and End Date** by typing in the provided field or using the calendar icons.
5. Enter an **Event Description**. This is optional.
6. **Show on Student Calendar** is checked as default. Uncheck the box if you do not want the event to show on their student calendar.
7. Click the **Add Event** button to save.



Edit Events

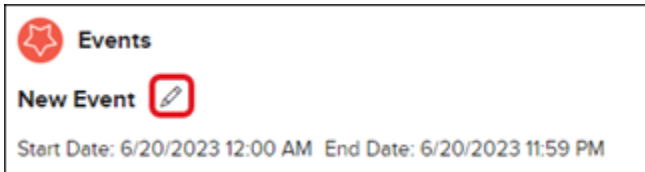
1. On the **Calendar** page, click the **pencil** icon next to the event name.



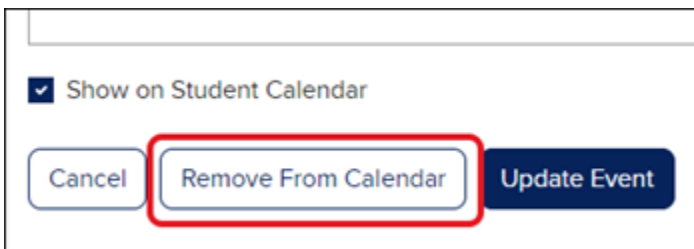
2. Make the desired event options on the **Edit Event** page.
3. Click the **Update Event** button to save.

Delete Event

1. On the **Calendar** page, click the **pencil** icon next to the event name.



2. Click the **Remove From Calendar** button.



3. On the **Confirm** pop-up, click the **Remove** button.

